### **How to Begin**

- Review the occupations in your company that can be learned by on-the-job or apprenticeship training.
- Determine if you have veterans, National Guard members. Reservists, or eligible dependents employed in these positions.
- Contact the Iowa State Approving Agency (SAA), 515-281-3317 to determine if these programs can be approved.
- Request a visit from a SAA specialist to assist with completing the required forms, and enroll the individual(s).

Time Limit: As a general rule, veterans have ten (10) years after their separation or eligibility to use their benefits.

Contact the Iowa State Approving auestions Agency with below concerning program approval.

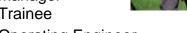
Iowa Department of Education Iowa State Approving Agency Veterans and Military Education Grimes State Office Building Des Moines, Iowa 50319-0146 (515) 281-3317 FAX (515) 281-6544 marlene.higdon@iowa.gov

### **Training Programs Approved in Iowa**

- Auto Mechanic
- **Brick Layer**
- Carpenter
- Cement Mason



- Construction Equipment Mechanic
- Cook/Chef
- **Diesel Mechanic**
- Electrician
- **Electrical Line Worker**
- Wastewater Treatment
- Firefighter
- **HVAC** Installer
- Iron worker
- Machine Operator
- Machinist
- Manager Trainee



- **Operating Engineer**
- Painter
- Pipe Fitter
- Plumber
- Police Officer
- Refrigeration Mechanic
- Tool & Die Maker
- Welder

This is only a partial list of programs that can be approved for on-the-job training or apprenticeship training.









### Are Your Best **Employees**



Thomas J. Vilsack, Governor State of Iowa

Joseph E. Farnsworth, Consultant Richard L. Latch, Consultant Iowa State Approving Agency

### **State Approving Agency**

State Approving Agencies (SAA) were created by Congress three years after the G.I. Bill was signed into law in 1944 by President Franklin D. Roosevelt. Congress recognized that each state had the right and responsibility for the education and training of its residents. The State Approving Agency was authorized to set up and approve veterans' education and job training programs in their respective states.

The Iowa State Approving Agency approves and supervises all apprenticeship and on-the-job training programs in the state for eligible veterans, dependents, National Guard members and Reservists. The Iowa SAA is located in the Iowa Department of Education.

The SAA must first approve training programs in companies where a veteran or eligible person wishes to use G.I. Bill benefits.

The Iowa SAA currently has approved over 100 training establishments. Your business can be added to this growing list.

# On-The-Job Training (6 months – 2 years)

- Trainee learns by hands-on under supervision of a trained worker.
- Related school allowed but not required.

# Apprenticeship Training (3 to 5 years)

- A registered program through the Bureau of Apprenticeship Training must include related instruction.
- Occupation clearly identified and commonly recognized throughout an industry.



#### **Benefits to Employers**

Veterans have demonstrated the aptitude to be trained in a structured environment.

Veterans have a work ethic that enables them to report for work on time and in the proper frame of mind.

Veterans are hard workers, mature, self-confident, and drug-free employees.

Veterans remain loyal to companies who have taken time to have their programs approved.

Veterans possess higher education and training achievements.

Veterans possess positive work traits. They can adapt to physical demands, follow directions, work under pressure, and can set priorities.

Veterans have training skills learned in the military that carry over to civilian occupations.

Veterans have the right attitude.

Companies approved for the GI Bill have the edge in recruiting the best employees.

